

DRAFT

COMMONWEALTH OF VIRGINIA



Information Technology Resource Management Standard

**Virginia Government Internet
Domain Naming Standard**

Virginia Information Technologies Agency

Preface

Publication Designation

COV ITRM Standard GOV2004-01.1

Subject

Virginia Government Internet Domain Naming Standard

Effective Date

MM DD, 2004

Supersedes

None

Scheduled Review

One (1) year from effective date

Authority

Code of Virginia, §2.2-2005 et seq
(Powers and duties of the Virginia Information Technologies Agency; “VITA”)

Scope

This standard is applicable to all Executive Branch state agencies (collectively referred to as “Agency”), but excludes institutions of higher education. Optionally, other entities may use the “virginia.gov” domain naming standard. The heads of Executive Branch state agencies are responsible for compliance with this standard. Although this standard is offered as guidance only to local government entities, if they choose to use the “virginia.gov” domain they shall comply with this standard.

Purpose

- 1) To define the standard for using the “virginia.gov” domain naming standard.
- 2) To prevent unauthorized use or misuse of the “virginia.gov” domain naming standard.

Objectives

- Define and promulgate the “virginia.gov” domain naming standard.
- Define the levels of the “virginia.gov” domain naming standard.

General Responsibilities

Chief Information Officer

In accordance with the *Code of Virginia*, the Chief Information Officer shall “*Direct the formulation and promulgation of policies, guidelines, standards, and specifications for the purchase, development, and maintenance of information technology for state agencies, including, but not limited to, those (i) required to support state and local government exchange, acquisition, storage, use, sharing, and distribution of geographic or base map data and related technologies, (ii) concerned with the development of electronic transactions including the use of electronic signatures as provided in § 59.1-496, and (iii) necessary to support a unified approach to information technology across the totality of state government, thereby assuring that the citizens and businesses of the Commonwealth receive the greatest possible security, value, and convenience from investments made in technology.*”

Virginia Information Technologies Agency (VITA)

In accordance with the *Code of Virginia*, VITA is assigned the following duties: “*Develop and adopt policies, standards, and guidelines for managing information technology by state agencies and institutions.*”

All Executive Branch State Agencies

In accordance with the *Code of Virginia*, Executive Branch state agencies are responsible for complying with COV ITRM policies and standards and considering COV ITRM guidelines issued by the Chief Information Officer.

Definitions

Domain Name: A domain name locates an organization or other entity on the Internet. On the Web, the domain name is that part of the Uniform Resource Locator (URL) that tells a domain name server using the domain name system (DNS) whether and where to forward a request for a Web page. The domain name is mapped to an IP address (which represents a physical point on the Internet).

Related COV ITRM Policies, Standards, and Guidelines

COV ITRM Policy 90-1: Information Technology Security

COV ITRM Standard SEC2001-01.1: Information Technology Security Standard

COV ITRM Guideline SEC2001-01.1: Information Technology Security Guideline

VITA Domain Name Services Overview:

<http://www.vita.virginia.gov/services/eGov/dns.cfm>

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Background

As part of the comprehensive reforms to information technology service delivery under way, standardizing naming conventions will aid in developing statewide electronic directories and in reducing overhead and administrative costs. This change will aid in improving our customer service and recognizing immediate and future business needs. In addition, as part of VITA's focus on cost-saving initiatives, the change to the Virginia Government Internet Domain Naming Standard is laying the groundwork for a future email consolidation project.

This standard is applicable to all Executive Branch state agencies except institutions of higher education (collectively referred to as "Agency"). These agencies shall use the "virginia.gov" domain name and be in compliance with this standard within six (6) months of the effective date of this standard. Responsibility for the responsible use of the Virginia Government Internet Domain Naming Standard by the Agency begins at the management level and flows down through the Agency to the individual user. This standard does not preclude state Agencies from possessing other domain names for which they separately register and accept full responsibility.

Approach

Domain names will conform to the standards shown below. The heads of Executive Branch state agencies are responsible for compliance with this standard.

Domains and sub-domains of other domains are often referred to by level. The levels of a domain name are numbered from right to left. Using the sample domain name department.oaa¹.virginia.gov the levels are as follows:

- first-level gov
- second-level virginia
- third-level oaa
- fourth-level agency's discretion (web-site application name, activity name, department names, etc.)

Reviews

A full review of the COV ITRM Standard GOV2004-01.1 is anticipated annually.

¹ oaa = official agency acronym (e.g., VITA)

Statement of ITRM Requirements for the Use of the Virginia Government Internet Domain Naming Standard

This section groups the specifications of the Virginia Government Internet Domain Naming Standard. The following standards shall be complied with by all Agencies in using the “virginia.gov” domain naming standard unless a written exception is granted by the Director of Customer Support Services for the Virginia Information Technologies Agency.

A. Domain Name Structure

A.1 Standards

A.1.a) Domain Names are to be composed of alphabetic characters and numbers. Upper/lower case is transparent. Hyphens (dashes) are allowed but may not be used at the beginning or end of a domain name. Within a Domain Name spaces, the underscore, and special characters are not permitted. Special characters include, but are not limited to: ! @ # \$ % ^ & * () ? ”

B. Third Level Domain Names – Executive Branch Agencies

B.1 Standards

B.1.a) The name of an agency of the Commonwealth of Virginia (COVA) will be at the third level and will consist of the official agency acronym/abbreviation.

Example:

- a. vita.virginia.gov
- b. doa.virginia.gov

B.1.b) Recognized COVA agency exceptions: Higher Education, Museums, Commissions, and Boards. Directors of an Executive Branch Agency may request an exception to this Standard by filing the accompanying form with the Director of Customer Support Services (see Appendix A).

C. Fourth Level Domain Names

The fourth level of the “virginia.gov” domain will be used to further subdivide the entities established at the third level. Because many organizations exist at several levels of government, their location within this hierarchy will allow citizens to distinguish between them. Fourth level names are generally at the discretion of the requesting agency. The examples below are offered as a guideline to encourage a generally accepted and recognizable naming convention.

C.1 Standards

C.1.a) Departments or Activities of Executive Branch Agencies

Examples:

- a. license.dgif.virginia.gov
- b. eVA.dgs.virginia.gov

Appendix A: Exception Request Form

Virginia Information Technologies Agency

**Exception Request**

Complete this form to request an exception to the Virginia Internet Domain Naming Standard (COV ITRM Standard GOV2004-01.1)							
Date Submitted:							
Agency Name:							
Agency Director's:	<table border="1"> <tr> <td>Name:</td> <td></td> </tr> <tr> <td>Phone Number:</td> <td></td> </tr> <tr> <td>Email Address:</td> <td></td> </tr> </table>	Name:		Phone Number:		Email Address:	
Name:							
Phone Number:							
Email Address:							
Old Email Address(es) to Remain Active							
Old Web Address(es) to Remain Active							

Business Case:

- 1) *[State a business case justifying the exception to either the new naming convention or for leaving the old DNS address active.]*
 - a. *[If requesting the old email address to remain active beyond the standard 6 months, please explain the compelling business need]*
 - b. *[If requesting the old Web address to remain active beyond the standard 6 months, please explain the compelling business need]*

SUBMISSION

Sign and send this Exception Request Form to: Director of Customer Support Services, Virginia Information Technologies Agency, 110 South 7th Street, Richmond, VA 23219-3931

Agency Director's Signature:	
Date:	

VITA ACTION

Action Type:	() Approve () Disapprove
Customer Support Services' Signature:	
Date:	

Appendix B: Assignment of Uniform Alphanumeric Publication Designations for all Policies, Standards, and Guidelines

The Policy, Practice & Architecture (PP&A) Division of the Virginia Information Technologies Agency (VITA) is responsible for assigning a uniform alphanumeric Publication Designation (PD) to all Commonwealth of Virginia (COV) Information Technology Resource Management (ITRM) Policies, Standards, and Guidelines (PSG). The PD is derived, in part, from components of the Commonwealth Enterprise Architecture (EA) known as “Infrastructure Domains.” The “Infrastructure Domains” and Governance are defined in the [Commonwealth EA Glossary](#). The Governance code is used to identify those PSG that are not uniquely related to a specific infrastructure domain, e.g. “IT Project Management” or “IT Project Oversight.”

The following alpha codes shall be used to identify each PSG:

Infrastructure Domains + Governance

Code

Governance and Transitional Processes	GOV
Platform Architecture	PLA
Database Architecture	DAT
Network Architecture	NET
Security Architecture	SEC
Cost Allocation Architecture	COS
Systems Management Architecture	SYS
Information Architecture	INF
Application Architecture	APP
Middleware Architecture	MID

Publication Designations are constructed as follows:

COV ITRM (“Policy,” “Standard,” or “Guideline”) XXXYYYY-ZZZ

Where: XXX is the assigned Infrastructure Domain + Governance code;
 YYYY is the year of initial issue; and
 ZZZ is the sequential number assigned to link related PSG.

Example: COV ITRM Standard GOV2000-01.1 is a standard that implements
 COV ITRM Policy GOV2000-01.1.